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Content and Format of Entry

5. The entry showing the starting date of employment shall be made by means of a stamp (size 2 or 3 x 7 centimeters), which must clearly show the name and address of the employing enterprise where the bearer's records are kept. The date of entry on duty is to be written in the space provided.
6. The entry showing the date of entry on duty must be authenticated by a legible signature of the chief or deputy chief of the enterprise where the bearer is registered, on the personnel records.
7. The entry showing the date of termination of employment is to be made with the stamp described in paragraphs 5 and 6 above. The date of termination is to be written in.
8. Entries as described in the preceding paragraphs are likewise to be made when an employee transfers to another location without a break in service, if the place of his records is changed, e. g., state employees.
9. Brigade workers who are sent to perform brigade work, and whose regular employment is not terminated, shall receive the following entry in their identity papers: "Vyslan na brigadu do ..." (Sent on a brigade to ...). This entry is to be authenticated by signature and stamp. The enterprise where the brigade worker is working on a brigade shall add the word "brigadnik" (brigade worker) to the entry described in paragraphs 5 and 6 above.

If a brigade worker decides to sign a permanent contract while on a brigade and to terminate his employment with his "mother" enterprise, the following is inserted under the last entry in his identity papers: "Brigadna zmena v zavazek nastalo" (Brigade changed to permanent contract).
10. When workers are recruited for employment through organized labor recruitment, the regular entry shall be made in their identity papers, showing the date of entry on duty, as well as a supplementary entry, showing the type of recruiting inducements given them. The latter will appear on the assignment card issued by the ONV (Ones National Committee) manpower office. This supplementary entry shall be made by a 2 x 7 centimeter stamp, which reads: "Podle poukazky cislo ..., priznany tyto prispevky _____," (According to assignment card number ..., the following inducements recorded: _____). The type of inducement must be listed, e. g., work clothes allowance, lump sum payment, wage differential, special payment, family allowance, etc.
11. When a work contract drawn up on the basis of organized labor recruiting is canceled, the enterprise concerned shall make the following entry in the individual's identity papers: "Pracovni smlouva predcasne zrusena duem _____, a prispevky v (cele, alikvotni) _____ casti vraceny." (Contract prematurely terminated as of _____, and inducements, lump sum or in installments, _____ refunded).
12. The entries described in this directive shall be executed on pages 24-27 of the identity papers. They shall appear consecutively, in chronological order, beginning on page 27; when this page is filled, pages 26, 25, and 24 are to be used, in that order.
13. Persons without citizenship shall receive entries showing their employment records, as outlined in this directive, in their temporary identity papers on pages 2-4, as described in paragraph 12 above.

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14. The execution of each employment record entry in identity papers is to be registered in the personnel records of the employing enterprise.

Preparation and Execution of One-Time Employment Record Entries

15. The enterprises and installations listed in paragraphs 1-3 of this directive shall make one-time entries in the identity papers of their employees, to show that on 1 September 1952 the bearers were active in the said enterprise or installation.

16. Brigade workers shall receive the stamped entry showing their employment status as "brigade worker;" in addition, the words "Brigadnik; matersky zavod _____" (Brigadier; mother enterprise _____) are to be inserted. The latter entry is not to be made by stamp. Immediately upon the completion of a brigade and following the worker's return to duty with his mother enterprise, this enterprise shall make an entry in his identity papers as outlined in the foregoing paragraphs showing the bearer as employed.

17. One-time employment record entries shall be made even if the worker has a previous employment record entry in his identity papers.

18. Entries made in accordance with paragraphs 15-17 above must be completed between 1 and 15 September 1952. Enterprises with a large number of personnel may receive a special extension of this deadline from the Ministry of Manpower. Paragraph 21, below, applies to such cases. Execution of all entries is to be organized alphabetically or otherwise, to facilitate the completion of all entries by 15 September 1952, or within the extended time limit granted to the enterprise. Employees shall be told when to present their identity papers for endorsement; the deadline for endorsement must be strictly adhered to.

19. At the time of making employment record entries, as outlined above, enterprises shall review their records and check on whether their personnel records include photographs matching those shown in the bearer's identity papers. Any discrepancies must be reported immediately to a National Security office.

20. In the making of these entries, paragraph 14 of this directive applies.

21. If a worker terminates his employment between 1 and 15 September 1952, the appropriate entry shall be made in his identity papers on a priority basis, showing the one-time entry as well as the date of termination of employment, so that he will be able to prove his previous employment upon entering a new position.

22. Enterprises must complete all supplementary entries in identity papers, showing recruiting inducements granted, by 30 September 1952. This regulation applies to all assignment cards presented at the enterprise in question after 5 February 1952, and as described in paragraph 10.

23. Execution of entries in identity papers must be organized in such a manner that the documents are collected from employees, endorsed, and returned the same day.

Procedure Prior to Hiring an Employee

24. The chief of an enterprise or his deputy shall, before employing a new worker, duly investigate whether the individual terminated his last employment under satisfactory conditions and whether this information was entered in his identity papers. Employees who have never worked before shall present certificates

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of previous activity, on demand, at the time of application for employment. This applies to employees who have not previously worked in the socialist sector. The certificates required by this paragraph are issued by the MNV (Local National Committee) at the domicile of the applicant.

25. An enterprise must not employ a worker unable to prove either, through entries in his identity papers, that his employment has been terminated, or, through an MNV certificate, that he has never worked in the socialist sector before.

26. The regulations outlined in paragraph 25 above do not apply to brigade workers who began a brigade with the approval of the ONV manpower office and who have not terminated their employment with their mother enterprise.

Responsibility and Control

27. The chief of an enterprise is personally responsible for the completion on time of all employment record entries in identity papers and of the one-time entries, as described in foregoing sections of this directive, as of 1 September 1952.

28. All central offices shall regularly check on the enforcement of the regulations outlined in this directive.

29. National Security officials may compare entries in identity papers with entries in the personnel records of the enterprise in question, if there is reasonable doubt as to the correctness of an entry in identity papers.

30. A chief of an enterprise, or his deputy, who has neglected to perform his duty as outlined in this directive, shall be punished by the ONV according to circumstances, provided that his offense is not more severely punishable.

Conclusion

31. This directive does not apply to members of the armed forces.

32. This directive became effective on 17 June 1952. Execution of entries was begun on 1 September 1952.

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